

# 2010 ELECTION ADMINISTRATOR'S CONFERENCE

**Tuesday, December 1, 2009 (full day)**

**Wednesday, December 2, 2009 (half day)**

**The Hyatt Regency Indianapolis (1 South Capitol Avenue)**

*(on the south side of Washington Street at Capitol Avenue, diagonal from the State House)*

## PLEASE NOTE:

- Conference registrations must be received by the Election Division no later than the close of business, Tuesday, November 3, 2009, to qualify for the regular registration rate for the conference. Registrations received after November 3, 2009 are charged a \$50 late registration fee.
- No refunds for canceling conference registrations after Monday, November 16, 2009.
- Please print or type the names and titles of registrants. If more than one person is attending from your office, please photocopy this sheet and attach the copies to this sheet.
- "An individual who has been elected... as circuit court clerk, but has not yet begun serving in that office" is entitled to receive the allowances and reimbursements listed in IC 3-6-4.2-14(d) for attending the conference.
- **Return this completed form to the Election Division by FAX (317-233-6793) or by mail to the attention of Kimmy Hollowell at 302 W Washington Street, Room E-204, Indianapolis, IN 46204. If you are sending multiple registrations on separate pages, please indicate the total number of pages you're sending (marking "1 of 3" for example).**

## HYATT REGENCY INDIANAPOLIS HOTEL INFORMATION

- Room reservations are made directly by calling the Hyatt: 800-233-1234. When calling, be sure to mention "Election Administrator's Conference" to receive the low government rate!
- Hotel check-in is 3:00 pm, Indianapolis time.
- Hotel check-out time is 12:00 noon, Indianapolis time. If you need a later check-out, luggage storage is available from the Hyatt.

## 2010 CONFERENCE REGISTRATION FORM

County: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and ZIP: \_\_\_\_\_

E-mail (if available) \_\_\_\_\_

Total Due: \$150, plus \$50 late registration fee if applicable: \$ \_\_\_\_\_

Payment method (check one):  Check  Purchase Order

**NOTE: This is a "called" meeting for county reimbursement purposes.** Under IC 3-6-4.2-14, each member of a county election board, each member of a board of registration, each circuit court clerk, or clerk-elect is entitled to receive all of the following from the county general fund, without appropriation: (1) \$24 a day for attending the meeting; (2) a mileage allowance of 44 cents per mile going and returning from the meeting; (3) reimbursement of the meeting registration fee; and (4) a lodging allowance for the night preceding conference attendance.